RYE FREE READING ROOM

POSITION DESCRIPTION

Job Title: Director
Effective: June 1, 2009
Rev. January 10, 2013

Reports To:
Library Board of Trustees

Position Purpose:
Provides the overall vision and leadership to ensure the library achieves its mission as a community organization that supports intellectual development, dynamic learning and personal growth. Under the direction of the Rye Free Reading Room’s Board of Trustees, assumes complete management responsibility for all library operations.

Essential Functions:

Relations with the Board of Trustees:

1. Works closely with the Board of Trustees to achieve consensus on the overall vision, mission, goals and objectives for the library and to secure funding required to achieve objectives.
2. Recommends policies, programs, plans, building and technological improvements related to library operations.
3. Works with the Board and staff to optimize and implement multi-year strategic planning.
4. Provides opportunities for Board members to learn about library issues, library operations and the role of trustees.

Leadership and Administration:

1. Develops best practices to assure that the mission of the library is achieved and that progress towards established objectives is consistently attained.
2. Provides leadership and direction to library staff so that they are fully aware of the library’s strategic directions and their role in helping the library to achieve success.
3. Establishes departmental goals and works with managers to develop individual performance expectations and provides the resources necessary to achieve success. Actively communicates, informally and through formal documentation, expectations of managers and library staff and follows up so these expectations are acted upon and met.
4. Establishes a team environment throughout the library to ensure that public service departments and support functions (public services, technical services, information technology, operations and finance) work as partners to achieve the library’s vision and mission and where all staff member contributions are recognized and valued.
5. Establishes and monitors both quantitative and qualitative performance measures for all aspects of the library’s operation.
6. Recruits and develops professional staff members who are supported and consistently encouraged to enhance their own proficiency and effectiveness.
7. Maintains the highest level of professional development by encouraging staff participation in seminars, conference and professional development activities so that staff is aware of current and emerging trends, technologies and customer service standards.
8. Establishes the organizational chart and staffing plan to ensure the library is positioned to respond to and meet community needs. Assists in training and orientating new staff and volunteers.

**Development Activities:**

1. Actively promotes awareness and utilization of the library such that development efforts are favorably considered when the community is asked for support.
2. Promotes and facilitates the active engagement of the Board of Trustees in development activities including interaction with potential donors and influential members of the community, City of Rye officials, Council members and other stakeholders.
3. Collaborate with other local non-profit organizations and governmental agencies to expand library outreach.
4. Works closely with the Board of Trustees and Auxiliary Board to plan major fundraising initiatives.
5. Works closely with library staff to ensure that fundraising activities are well-organized and carried out in a professional, effective manner.

**Relations with the Community:**

1. Works closely with the Board of Trustees and Auxiliary Board to advocate for the library’s overall vision and plan for providing services to the community.
2. Maintains a positive, open relationship with the City of Rye administrators as well as members of the City Council, Town Departments and Committees.
3. Works with individuals and groups in the community to obtain feedback on the library’s performance and determine methods for meeting the needs of various groups in the community.
4. Ensures a positive and inclusive attitude is presented to the community through a comprehensive public relations program that serves the overall vision and mission of the library.

**Other Responsibilities:**

1. Plays an active role in developing, implementing and evaluating library programs that respond to current trends and to the needs of the Rye community.
2. Provides active support to colleagues and library customers in resolving questions or problems that might diminish an individual’s experience at the library.
3. Maintains the highest level of personal growth and development through participation in seminars, conferences and associations related to libraries and organizational
development. Maintains awareness of current and emerging trends and issues relating to public library development.

4. Maintains positive relationship with the Westchester Library System and other regional libraries via the Public Library Directors’ Association. Actively participates in WLS and PLDA strategic planning.

5. Ensures equal access to all library services for library customers.

6. Actively supports equal employment opportunities consistent with the library’s employment policies and state and federal law.

**Education and Experience:**

The Library Director must have a Master’s degree in library science from an ALA accredited school of library science and extensive library leadership experience. The Library Director must possess or obtain a Professional Librarian’s Certificate issued by the State of New York.

**Knowledge, skills and abilities:**

1. Comprehensive knowledge of:
   b. Personnel management.
   c. Team building, consensus management and planning.
   d. Staff development and training.
   e. Public relations and marketing.
   f. Fundraising and development.

2. The ability to:
   a. Establish and maintain effective working relationships with library customers, professional colleagues, the Board of Trustees and other library advisory groups, the general public, local non-profits and local governing officials.
   b. Analyze library service needs and develop ideas to effectively provide service to meet community needs and demands.
   c. Plan and supervise the work of large and diverse staff in a team environment.
   d. Work evenings and weekends.

**Physical Requirements:**

Ability to operate a computer, calculator, telephone, copying and facsimile machines, and other equipment typically found in an office environment with or without assistance. Ability to observe general surroundings and assist customers. Some lifting, on occasion up to 35 pounds; may be required to push or pull book trucks weighing up to 150 pounds. Ability to talk, hear, walk, sit, bend, reach, grasp; may occasionally need to climb, balance, stoop, kneel or crouch. Operation of a motor vehicle may be required. Employee is not subject to adverse environmental conditions.